

G U A M P O W E R A U T H O R I T Y <i>Standard Operating Procedure</i>	* SOP-090	Issued: 03/15/93
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Title: COLLECTION OF OTHER ACCOUNTS RECEIVABLE	Approved By: <i>RC</i> RAYMOND C. CAMACHO, Gen. Mgr.	
Effective Date: 11/10/93	Supersedes No.	Page 1 of 2

1.0 **PURPOSE**

To establish guidelines for collections of other accounts receivable for amounts which are due to the Authority and are collectable. They may not be involved with power consumption.

2.0 **SCOPE**

This applies to all customers or clients renting equipment and/or requesting chargeable services.

3.0 **BASIS**

Rule 3.F.I., Temporary Service: The applicant shall pay, in advance or otherwise as required by the Authority, the estimated cost of installing and removing the necessary electrical facilities, less the estimated salvage value thereof.

Rule 8.D.2.a., Extension Beyond Free Length: Overhead line extensions of greater length than the free extension allowance shall be made, provided the applicant(s) for service makes an advance payment to the Authority of the estimated installed cost of such line extension in excess of the free length. Such line extension will be owned, operated and maintained by the Authority.

4.0 **PROCEDURE**

Installation of Other Charges. Where a customer applies for power services and it has been determined by Engineering Department that there will be charges assessed to the customer as indicated on the job order.

4.1 Obtain down-payment from customer whereas balance of charges be set as an even rate.

CODES: * REVISED # ADDED

STANDARD OPERATING PROCEDURE	No. SOP-090	Issued: 03/15/93	Page 2 of 2
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- 4.2 Prepare monthly payment schedule according to customer's ability to pay.
- 4.3 Obtain updated customer information by preparing a credit reference history.
- 4.4 The job order shall be released to Budget for certification of funds.
- 4.5 A copy of the job order and Promissory Note shall be forwarded to General Accounting.
- 5.0 An official receipt shall be prepared indicating the appropriate General Ledger account described in the invoice or as determined by General Accounting for all other receivables.
- 6.0 In the event the customer does not respond to the written notice of advance charges prior to completion, job orders will be returned to Engineering after the sixty (60) days from date of notice.
- 7.0 In the event the work request is completed and the customer does not respond to written notice to charges within 60 days due to the Authority, the meter will be referred to the Small Claims or the Authority's attorney for collection.

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